

PATHWAYS PROGRAMS MEMORANDUM OF UNDERSTANDING

Pathways Programs Memorandum of Understanding (MOU)
Between the
U. S. Office of Personnel Management (OPM)
and the
National Aeronautics and Space Administration (NASA)

I. PURPOSE AND SCOPE

In accordance with section 362.104 of title 5, Code of Federal Regulations (CFR), this document is an agreement between the above-named parties. The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the implementation of the Pathways Programs. This agreement must be re-executed every 2 years.

II. BACKGROUND

Section 362.103 of 5 Code of Federal Regulations (CFR) authorizes agencies to make appointments to positions placed in the excepted service, pursuant to the Pathways Programs. Part 362, Pathways Programs, requires the agency head or his or her designee to enter into a Pathways MOU with OPM prior to making appointments under any Pathways Programs authority.

III. POSITIONS COVERED

NASA Pathways positions will be primarily in the Science, Technology, Engineering, and Mathematics (STEM) occupations, but may also include other professional and administrative, as well as clerical positions ranging from General Schedule (GS) ~~two~~ ^{one} through GS twelve (or equivalent level under another pay or classification system) for which the individual is qualified.

IV. RESPONSIBILITIES OF THE PARTIES

a. OPM Responsibilities

- Provide implementation guidelines and technical assistance;
- Review agency agreements in a timely manner;
- Provide guidance on how the agency shall submit data on number of Pathways Programs projected hires and participants hired;
- Publicize information to potential applicants on eligibility requirements and how to apply to the Pathways Programs;
- Provide agency with a vehicle to publicize hiring under the Pathways authority; and
- Centrally manage the Presidential Management Fellows Program in accordance with 5 CFR 362, subpart D.

In addition, OPM retains exclusive authority to:

- Establish and maintain an oversight program.
- Establish a cap on the number of individuals who may be converted from the Pathways Programs to a position in the competitive service; and
- Revoke an agency's authority to use the Pathways Programs.

b. Agency Responsibilities

- **AGENCY PROGRAMS:** The Pathways Programs for NASA consists of the following: Agency specific naming convention:
 - NASA Pathways Intern Employment Program (IEP)
 - NASA Pathways Recent Graduates Program (RGP)
 - NASA Pathways Presidential Management Fellows (PMF) Program
- **DELEGATION OF AUTHORITY.** NASA's Office of Human Capital Management (OHCM) retains authority for Agency-wide oversight and delegates responsibility for managing and operating the Pathways Programs to NASA Center Human Resources Offices.
- **PROGRAM EXTENSIONS.**
 - Center Human Resources Offices may approve requests for extending NASA Pathways RGP and NASA Pathways PMF Program appointments for up to an additional 120 days to cover rare or unusual circumstances. Extensions may be granted when, due to unforeseen developments, a permanent position is not immediately available, or when the employee is not fully prepared for conversion to a permanent appointment, and there is an expectation that these circumstances will abate within 120 days. The approval, with specific reason for the extension, must be documented in writing and retained with the placement and formal training file.
 - NASA Pathways RGP appointments will be limited to a 1-year period, but may be extended up to an additional year (plus any agency-approved extension of up to an additional 120 days) when the following criterion exists: Positions impacted by mission safety, extensive curriculum requirements, and/or course availability
- **FORMAL TRAINING AND DEVELOPMENT.** Participants in the NASA Pathways RGP must have a formal training and development plan established in writing that covers their entire appointment period as well as a mentor to guide their training efforts. The Individual Development Plan (IDP) will include formal training and development opportunities for the employee to aid in acquiring appropriate agency-identified competencies needed for conversion and promotion. All training

activities will be documented in the System for Administration, Training, and Educational Resources for NASA (SATERN). Participants in the NASA Pathways PMF Program will follow all OPM training and development requirements, including development of an IDP. Participants in the NASA Pathways IEP should be provided with mentors and given ongoing feedback, training, and development during their periods of employment.

- NASA Pathways RGP participants will be assigned a mentor outside their chain of command within 90 days of appointment.
- NASA Pathways RGP participants will have an IDP approved by his or her supervisor within 45 days of appointment.
- NASA Pathways RGP participants will be provided at least 40 hours of formal interactive training per year that advances the goals and competencies outlined in their IDP.

• **AGENCY COMMITMENT TO:**

- Provide to OPM any information it requests on the agency's Pathways Programs;
- Adhere to any caps on conversion of Pathways Participants imposed by the Director, OPM;
- Provide information to OPM about opportunities for individuals interested in participating in the Pathways Programs;
- Ensure adherence to the requirements for accepting applications, assessing applicants, rating and ranking qualified candidates, and affording Veterans' preference in accordance with the provisions of 5 CFR, Part 302, (Employment in the Excepted Service). Veterans' preference applies to all selections made under NASA's Pathways Programs. Candidates who meet the minimum qualification requirements need not be further evaluated; however, if no further evaluation is done, qualified veterans have absolute preference. If candidates are further evaluated using NASA's category rating process, qualified veterans have absolute preference within the appropriate category.
- Provide a meaningful on-boarding process for each Pathways Program.

• **COORDINATORS.**

- Identification of NASA's Pathways Programs Officer (PPO) is attached and will be updated as necessary: (See Attachment 1 – Agency Contact Information.) Position is responsible for:
 - a) Administering NASA's Pathways Programs, including coordinating the recruitment and on-boarding process for Pathways Programs Participants;

b) Coordinating the agency's Pathways Programs plans with agency stakeholders, and other hiring plans (e.g., merit promotion plans and plans for hiring individuals with disabilities);

c) Serving as a liaison with OPM by providing updates on the agency's implementation of its Pathways Programs, clarifying technical or programmatic issues, sharing agency best practices, and other similar duties; and

d) Reporting to OPM on NASA's implementation of its Pathways Programs and individuals hired under these Programs in conjunction with the agency's MOU.

- Identification of NASA's PMF Program Coordinator is attached and will be updated as necessary. (See Attachment 1 – Agency Contact Information.)

V. TERMINATION, SUSPENSION OR REVOCATION

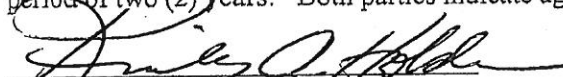
The Director of OPM may revoke this Agreement when agency use of the Pathways Programs is inconsistent with Executive Order 13562, part 362 of title 5, Code of Federal Regulations, or this MOU.

VI. FUNDING

This MOU does not include the reimbursement of funds between the two parties.

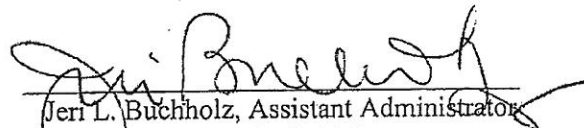
VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of OPM and NASA authorized officials for a period of two (2) years. Both parties indicate agreement with this MOU by their signatures.


OPM Official Signature

Kimberly A. Holden, DAD RH
Typed Name OPM Official

7/2/2012
Date


Jeri L. Buchholz, Assistant Administrator
Office of Human Capital Management

6.28.12
Date

Attachment
1. NASA PPO & PMF Program Coordinator Information

ATTACHMENT 1

NASA Pathways Programs Officer (PPO) &
NASA Presidential Management Fellows (PMF) Program Coordinator

Name: Krystal M. Hall

Grade/Title: GS-14/NASA Pathways Programs Officer & Presidential Management
Fellows (PMF) Coordinator

Address: 300 E Street SW, Washington, D.C. 20546-0001

Telephone Number: 202-358-1297

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Date Submitted: Pending

NOTE: This information will be updated as necessary